
U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of the Coordinator (IIP)

A-37-001-01 Subject Files

Description: Files contain substantive information relating to the activities of the Coordinator, Principal Deputy Coordinator, Deputy Coordinators, and their special assistants in directing and carrying out the policy and program functions, duties, and responsibilities of the Bureau of International Information Programs. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to IIP programs. Arranged chronologically by subject. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually by fiscal year. Retire when 3 years old to records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: N1-059-09-13, item 1

Date Edited: 6/15/2010

A-37-001-02 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and other records documenting the daily activities of the Coordinator, Principal Deputy Coordinator, Deputy Coordinators, and their assistants in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY. Destroy when no longer needed.

DispAuthNo: GRS 23, item 5a

Date Edited: 6/15/2010

A-37-001-03 Office Administrative Files

Description: Records accumulated by the Office of the Coordinator that relate to the internal administration or housekeeping activities of the Office rather than the overall management and policy direction functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office, or of the Bureau as a whole.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when two years old or no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

Date Edited: 6/15/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-001-04 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 6/15/2010

A-37-001-05a Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the department, other Federal agencies; newspaper clippings, reference material; studies, notes, drafts, interim reports and background data on Office programs, projects and initiatives.

a. Drafts recording necessary approvals or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed.

DispAuthNo: Note: See 5 FAH-4, H-215.5

Date Edited: 6/16/2010

A-37-001-05b Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the department, other Federal agencies; newspaper clippings, reference material; studies, notes, drafts, interim reports and background data on Office programs, projects and initiatives.

b. Extra copies of communications and correspondence; publications of department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

Disposition: Destroy the remainder of the file when projects or assignments are completed. See 5 FAH-4, H-216

DispAuthNo: Non-record.

Date Edited: 6/15/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-001-06 Chronological Files

Description: Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition: PERMANENT. Cutoff files annually by fiscal year. Retire when 3 years old to records storage facility for eventual transfer to the National Archives in five year blocks when twenty-five years old.

DispAuthNo: N1-059-09-13, item 6 **Date Edited:** 6/15/2010

A-37-001-07 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13 **Date Edited:** 6/15/2010

A-37-001-08 Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14 **Date Edited:** 6/15/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of Policy, Planning and Evaluation

A-37-002-01 Subject/Project Files

Description: Files contain substantive information relating to the activities of the office director and office staff in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of Policy, Programs, and Evaluations. Arranged chronologically by subject and/or project. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually, by fiscal year. Retire when 3 years old to a record storage facility for eventual transfer to the National Archives in 5 year blocks when twenty-five years old.

DispAuthNo: N1-059-09-19, item 1

Date Edited: 8/5/2010

A-37-002-02a INFOCENTRAL Website: (<https://infocentral.state.gov>)

Description: INFOCENTRAL is a web portal providing press and policy guidance, talking points, official texts, and other background information to State Department officers and other USG officials engaged in communication and outreach with foreign publics. Maintained by IIP's Office of Policy, Planning, and Evaluation, INFOCENTRAL offers current, comprehensive, and substantive source material and serves as a valuable one-stop public diplomacy tool. Covers the period 2000 to present.

a. Content Records

Contents include guidance, reports, and texts from the State Department and White House; a daily Rapid Response report highlighting media trends on key issues; daily news clippings on U.S. foreign policy issues; daily State Department press guidance; and direct links to such other resources as the Counter Terrorism Communications Center and the Office of Research. INFOCENTRAL also offers such tools as ready-to-use PowerPoint presentations, an international events calendar, and a compilation of public diplomacy best practices. Although the site does not contain classified information, the material it contains is not intended for public distribution.

Disposition: PERMANENT. Cutoff with snapshot of site at end of fiscal year. Transfer a pre-accession copy of the content snapshot to the National Archives in five year blocks in a format acceptable by regulation at the time of transfer. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-09-19, item 2a

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-002-02b **INFOCENTRAL Website: (<https://infocentral.state.gov>)**

Description: INFOCENTRAL is a web portal providing press and policy guidance, talking points, official texts, and other background information to State Department officers and other USG officials engaged in communication and outreach with foreign publics. Maintained by IIP's Office of Policy, Planning, and Evaluation, INFOCENTRAL offers current, comprehensive, and substantive source material and serves as a valuable one-stop public diplomacy tool. Covers the period 2000 to present.

b. Operations and Maintenance Records

Documentation files that consist of documents created or received in the development, design, implementation, operations, and maintenance of the INFOCENTRAL website.

Disposition: PERMANENT: Cutoff and transfer copy to National Archives along with copy of permanent records to which the documentation relates.

DispAuthNo: GRS 20, item 11a(2) **Date Edited:** 8/5/2010

A-37-002-03 **Schedule of Daily Activities**

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY. Destroy or delete when 2 years old or when no longer needed, whichever is later.

DispAuthNo: GRS 23, item 5a **Date Edited:** 8/5/2010

A-37-002-04 **Office Administrative Files**

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when 2 years old or no longer needed, whichever is later.

DispAuthNo: GRS 23, item 1 **Date Edited:** 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-002-05 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 8/5/2010

A-37-002-06a Working and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department and other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

a. Drafts recording necessary approval or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: See 5 FAH-4, H-215

DispAuthNo: Filing Instruction

Date Edited: 8/5/2010

A-37-002-06b Working Files and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department and other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

b. Extra copies of communications and correspondence; publications of Department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

Disposition: Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH-4, H-216

DispAuthNo: Non record

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-002-07 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13

Date Edited: 8/5/2010

A-37-002-08 Electronic Email Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of Regional Coordination and American Spaces

A-37-003-01 Subject/Project Files

Description: Files contain substantive information relating to the activities of the Office Director, Deputy Director, and staff directing and carrying out the policy and program functions and responsibilities of the office. Includes reports, correspondence, telegrams, memoranda, policy files, project records, and other material related to the Office of Information Resources. Arranged chronologically by subject and/or project.

Disposition: PERMANENT. Cutoff at end of fiscal year. Hold in office until inactive and retire to Records Service Center for eventual transfer to the Washington National Records Center. Transfer to the National Archives in five-year blocks when 25 years old.

DispAuthNo: N1-059-09-21, item 1

Date Edited: 10/19/2012

A-37-003-02 IRC Knowledge Database

Description: The directory describes Information Resource Center (IRC) personnel, collections, programs, infrastructure and services, Information Resource Officer (IRO) assignments, travel, schedules, budget allotments, etc. Serves as a repository of IRC Annual Plans and one-pagers, and IRO Reports prepared by regional IROs. Includes data migrated from former database platform, which increases ease of use for the IRC community worldwide. Data Links are provided to relevant websites for IRC information. Functionality includes creation of an IRC information page, reporting, printing, and export functions. Information covers the period 2000 to present.

Disposition: TEMPORARY. Delete when 10 years old or no longer needed for program or administrative purposes.

DispAuthNo: N1-059-09-21, item 2

Date Edited: 10/19/2012

A-37-003-03 American Corners Central Database

Description: File serves as repository of information on American Corners. The repository is a clearinghouse for guidance and recommended strategies for setting up and sustaining American Corner programs, as well as a directory representing each of the more than 400 Corners. Also used to monitor and report on American Corner operations and sustaining funds. Serves U.S. Mission Public Affairs Sections that need basic information to develop and run American Corners as well as Washington staff who frequently need data on short notice about the worldwide program. Interfaces with related internal databases in the public diplomacy family. Covers the period 2003 to present.

Disposition: TEMPORARY. Delete when 10 years old or no longer needed for program or administrative purposes.

DispAuthNo: N1-059-09-21, item 3

Date Edited: 10/19/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-003-04a **Office of American Spaces Intranet Website**

Description: The Office of American Spaces (IIP/RCA/AS) Portal's tools support the productivity and effectiveness of Information Resource Officers (IROs) abroad and at home, as well as personnel of Information Resource Centers (IRCs) at Public Affairs Sections worldwide. The Portal is useful to Public Affairs Officers (especially those who supervise IRCs), book program officers, and other public diplomacy officers in IIP, ECA, and other State bureaus. It is also useful at FSI tradecraft courses. It gathers and organizes information resources from a variety of sources, including commercial online services, internal IIP and State Department resources, and publically available web resources.

a. Content Records

Web pages containing information not published in other Department recordkeeping systems.

Disposition: TEMPORARY. Delete when superseded or obsolete.

DispAuthNo: N1-059-09-21, item 4a

Date Edited: 10/22/2012

A-37-003-04b **Office of American Spaces Intranet Website**

Description: b. Operation and Management Records

Documents created or received in the development, design, implementation, operations and maintenance of the IIP website.

Disposition: TEMPORARY. Destroy/delete when 3 years old.

DispAuthNo: GRS 24, item 8

Date Edited: 10/19/2012

A-37-003-05 **InfoUSA CD File**

Description: Annual CD-ROM issued each year with general information on the United States, in English and foreign languages. Arrange English and foreign versions in alphabetical order. Covers the period 2000 to present.

Disposition: TEMPORARY. Destroy/delete when superseded or obsolete.

DispAuthNo: N1-059-09-21, item 5

Date Edited: 10/19/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-003-06 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments. (Materials determined to be personal records or records of high level officials are excluded.)

Disposition: TEMPORARY. Destroy or delete when no longer needed for convenience of reference.

DispAuthNo: GRS 23, item 5b

Date Edited: 10/19/2012

A-37-003-07 Office Administrative Files

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy/delete when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 10/19/2012

A-37-003-08 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 10/19/2012

A-37-003-09a Working Papers and Background Material

Description: Description: Copies of communications and correspondence; publications of the Department and other federal agencies; newspaper clippings, reference material and studies, notes, drafts, and interim reports on office programs, projects, and initiatives.

a. Drafts recording necessary approvals or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. SEE 5 FAH-4, H-215.

DispAuthNo: N1-059-09-21, item 9a

Date Edited: 10/19/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-003-09b **Working Papers and Background Material**

Description:

b. Extra copies of materials described above.

Disposition: Non-record; destroy/delete when projects or assignments are completed. SEE 5 FAH-4, H-216.

DispAuthNo: N1-059-09-21, item 9b

Date Edited: 10/19/2012

A-37-003-10 **Word Processing Files**

Description:

Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13

Date Edited: 10/19/2012

A-37-003-11 **Electronic Mail Records**

Description:

Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14

Date Edited: 10/19/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of Regional Programs

A-37-004-01 Subject/Project Files

Description: Files contain substantive information relating to the activities of the office directors and office staff in IIP's five regional offices (AF, EAP, EUR, NEA/SA, and WHA) directing and carrying out the policy and program functions and responsibilities of their office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to each individual regional office. Arranged chronologically by subject and/or project.

Disposition: PERMANENT. Break files annually, by fiscal year. Retire when 3 years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty-five years old.

DispAuthNo: N1-059-09-16, item 1

Date Edited: 8/5/2010

A-37-004-02 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the office directors and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY. Destroy or delete when 2 years old or when no longer needed, whichever is longer.

DispAuthNo: GRS 23, item 5a

Date Edited: 8/5/2010

A-37-004-03 Office Administrative Files

Description: Records accumulated by the regional offices that relate to the internal administration or housekeeping activities of the offices rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the offices. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the offices.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when 2 years old or no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-004-04 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when 1 year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 8/5/2010

A-37-004-05a Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department and other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

a. Drafts recording necessary approval or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: See 5 FAH-4, H-215

DispAuthNo: Non-Record

Date Edited: 8/5/2010

A-37-004-05b Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department and other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

b. Extra copies of communications and correspondence; publications of Department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

Disposition: Non-Record. Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH-4, H-216

DispAuthNo: Non-Record

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

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A-37-004-06 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13

Date Edited: 8/5/2010

A-37-004-07 Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14

Date Edited: 8/5/2010

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of Information Resources

A-37-006-01 Subject/Project Files

Description: Copies of material created/received in the Office of the Coordinator, IIP. Documents include reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and related material. Arranged chronologically by subject and/or project.

Disposition: TEMPORARY. Destroy/delete when 3 years old or no longer needed, whichever is later.

DispAuthNo: N1-059-09-20, item 1

Date Edited: 10/3/2012

A-37-006-02a Working Papers and Background Material

Description: Copies of communications and correspondence; publications of the Department and other federal agencies; newspaper clippings, reference material and studies, notes, drafts, and interim reports on office programs, projects, and initiatives.

a. Drafts recording necessary approvals or changes and other essential documents

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. SEE 5 FAH-4, H-215.

DispAuthNo: Non-record

Date Edited: 10/3/2012

A-37-006-02b Working Papers and Background Material

Description: b. Extra copies of materials described above.

Disposition: Non-record; destroy/delete when projects or assignments are completed. SEE 5 FAH-4, H-216.

DispAuthNo: Non-record

Date Edited: 10/3/2012

A-37-006-03a Washington File Compiler System

Description: Washington File Compiler System (WFCS) is used by IIP editors to assemble compilations of the daily Washington File publications (in regional editions and multiple languages) from individual text items produced or acquired by IIP writers. The application outputs the Washington File in plain text, HTML, and XML versions for distribution over the web, posting on a listserv and replication to overseas Posts.

a. Content Records

Disposition: TEMPORARY. Destroy/delete when superseded or no longer needed for program purposes.

DispAuthNo: N1-059-09-20, item 3a

Date Edited: 10/3/2012

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Chapter 37: Bureau of International Information Programs

A-37-006-03b Washington File Compiler System

Description: b. Operation and Management Records

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a1

Date Edited: 10/3/2012

A-37-006-04 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments. (Excluding materials determined to be personal records or records of high-level officials.)

Disposition: TEMPORARY. Destroy /delete when 2 years old or when no longer needed for convenience of reference.

DispAuthNo: GRS 23, item 5b

Date Edited: 10/3/2012

A-37-006-05 Office Administrative Files

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy/delete these items when two years old.

DispAuthNo: GRS 23, item 1

Date Edited: 10/3/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

A-37-006-06 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a **Date Edited:** 10/3/2012

A-37-006-07 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13 **Date Edited:** 10/3/2012

A-37-006-08 Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14 **Date Edited:** 10/3/2012

U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of Publications

A-37-007-01 Subject/Project Files

Description: Files contain substantive information relating to the activities of the Office director, division chiefs, and staff in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of Publications. Arranged chronologically by subject and/or project. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually, by fiscal year. Transfer to a records storage facility when 3 years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: N1-059-09-12, item 1

Date Edited: 9/7/2010

A-37-007-02 Electronic Journals

Description: Monthly journal produced in electronic and print format, focusing on one thematic issue per month.

Disposition: PERMANENT. Break annually by fiscal year and by language. Retain one print copy of each issue, including language versions where applicable. Transfer to a records storage facility when three years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: N1-059-09-12, item 2

Date Edited: 9/7/2010

A-37-007-03 Pamphlets and Booklets

Description: File contains pamphlets and booklets produced on specific thematic issues, including the "Outline" series on U.S. history, geography, etc.

Disposition: PERMANENT. Break annually, by fiscal year and language. Retain one copy of each pamphlet and booklet, including language versions where applicable. Transfer when three years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: N1-059-09-12, item 3

Date Edited: 9/7/2010

A-37-007-04 Paper Shows

Description: Paper shows and posters, either individual items or sets.

Disposition: PERMANENT. Break annually by fiscal year. Retain one copy of each paper show and poster. If an agency distribution list for posters exists, place NARA on the list to receive two copies of each poster upon printing and distribution. If a distribution list does not exist, break annually by fiscal year and transfer two copies of each paper show and/or poster to NARA at the end of each fiscal year.

DispAuthNo: N1-059-09-12, item 4

Date Edited: 9/7/2010

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A-37-007-05a	"Hi" Magazine
Description:	Arabic-language magazine published 2003-2006. See items (a) through (c) for specific disposition. (a) "Hi" Magazine issues.
Disposition:	PERMANENT. Break annually. Retain one copy of each issue. Transfer to a records storage facility when three years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.
DispAuthNo:	N1-059-09-12, item 5a
	Date Edited: 9/7/2010
A-37-007-05b	"Hi" Magazine
Description:	"Hi" Magazine history files, including significant reports, studies, correspondence, and policy decisions.
Disposition:	PERMANENT. Break files annually by fiscal year. Transfer when three years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.
DispAuthNo:	N1-059-09-12, item 5b
	Date Edited: 9/7/2010
A-37-007-05c	"Hi" Magazine
Description:	"Hi" Magazine production folders, including layouts, proofs, work orders, and correspondence related to publication of the magazine. Arranged chronologically by subject.
Disposition:	TEMPORARY. Break files annually, by fiscal year. Destroy when three years old
DispAuthNo:	GRS 13, item 2(b)
	Date Edited: 9/7/2010
A-37-007-06	Article Alerts
Description:	A file that contains electronic copies of biweekly compilation of summaries of significant articles for embassy use as public diplomacy reference and outreach tools. IIP writers identify and collect articles of interest, prepare summaries of the articles, and submit the summaries to the editor, who produces the bi-weekly summaries. Summaries are posted to the Information Resource Center (IRC) IRC listserv.
Disposition:	TEMPORARY. Break files annually, by fiscal year. Destroy/delete when obsolete or of no further reference and/or outreach value.
DispAuthNo:	N1-059-09-12, item 6
	Date Edited: 9/7/2010

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A-37-007-07 Copyright Clearances

Description: Agreements for purchase of publication rights from commercial sources, including copyright clearances.

Disposition: TEMPORARY. Break files annually by fiscal year. Retain in office until copyright agreement has expired. Destroy one year after expiration of agreement.

DispAuthNo: N1-059-09-12, item 7 **Date Edited:** 9/7/2010

A-37-007-08 Books in Translation

Description: Includes files and correspondence related to translated book program, including correspondence with field posts, book orders, book lists, etc.

Disposition: TEMPORARY. Break files annually, by fiscal year. Destroy after three years or when obsolete or otherwise of no further value, whichever occurs first.

DispAuthNo: N1-059-09-12, item 8 **Date Edited:** 9/7/2010

A-37-007-09 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY: Destroy or delete when two years old or when no longer needed, whichever is later.

DispAuthNo: GRS 23, item 5a **Date Edited:** 9/7/2010

A-37-007-10 Office Administrative Files

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when two years old or no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1 **Date Edited:** 9/7/2010

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A-37-007-11 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 9/7/2010

A-37-007-12a Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department, other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

a. Drafts recording necessary approval or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: see FAH-4, H-215

DispAuthNo: Filing Instruction

Date Edited: 9/7/2010

A-37-007-12b Working Papers and Background Material

Description: Included are extra copies of communications and correspondence; publications of the Department, other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.

b. Extra copies of communications and correspondence; publications of Department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

Disposition: Non-record. Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH-4, H-216

DispAuthNo: Non-record

Date Edited: 9/7/2010

A-37-007-13 Chronological Files

Description: Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition: TEMPORARY. Destroy when one year old or sooner if objective has been served.

DispAuthNo: N1-059-09-12, item 13

Date Edited: 9/7/2010

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A-37-007-14 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13

Date Edited: 9/7/2010

A-37-007-15 Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14

Date Edited: 9/7/2010

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Office of Web Management (IIP/W)

A-37-008-01 CMS (Content Management System) Training Files

Description: File contains records used to provide training materials for web management. These include PowerPoint presentations, manuals, user guides, FAQs and classroom materials, which are updated frequently.

Disposition: TEMPORARY. Destroy/delete when updated or superseded.

DispAuthNo: N1-059-11-2, item 1 **Date Edited:** 3/4/2011

A-37-008-02 Working Papers and Background Material

Description: Background records, such as studies, notes, drafts, and interim reports, on Office programs, projects, and initiatives.

Disposition: TEMPORARY. Screen out nontransitory record material for incorporation in the appropriate program file and destroy the remainder of the working file when projects or assignments are completed.

DispAuthNo: 5-FAH-4 H-215.5 **Date Edited:** 3/7/2011

A-37-008-03 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office Director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY. Destroy or delete when no longer needed for convenience of reference.

DispAuthNo: GRS 23, item 5b **Date Edited:** 3/4/2011

A-37-008-04 Office Administrative Files

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Cutoff file at end of fiscal year. Destroy these items when two years old.

DispAuthNo: GRS 23, item 1 **Date Edited:** 3/4/2011

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A-37-008-05 Customer Service Files

Description: Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.

Disposition: TEMPORARY. Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.

DispAuthNo: GRS 24, item 10b **Date Edited:** 3/4/2011

A-37-008-06a Oversight and Compliance Files

Description: Office records with agency-wide or bureau-wide responsibility for managing CMS operations relating to compliance with IT directives, policies, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

a. Performance measurements and benchmarks

Disposition: TEMPORARY. Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: GRS 24, item 1a **Date Edited:** 3/4/2011

A-37-008-06b Oversight and Compliance Files

Description: Office records with agency-wide or bureau-wide responsibility for managing CMS operations relating to compliance with IT directives, policies, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

b. All other oversight and compliance records including: certification and accreditation of Content Management System (CMS); quality assurance reviews and reports; reports on implementation of plans; compliance reviews; data measuring or estimating impact and compliance.

Disposition: TEMPORARY. Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is later.

DispAuthNo: GRS 24, item 1b **Date Edited:** 3/4/2011

A-37-008-07 System Backups and Tape/File Library Records

Description: System backup tapes/files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: TEMPORARY. Delete backup tapes when superseded or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4a **Date Edited:** 3/4/2011

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A-37-008-08	Files Related to Maintaining the Security of Systems and Data
Description:	System Security Plans, Disaster Recovery Plans, Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plans, service test plans, test files and data.
Disposition:	TEMPORARY. Destroy/delete 1 year after system is superseded.
DispAuthNo:	GRS 24, item 5b Date Edited: 3/4/2011
A-37-008-09	User Identification, Profiles, Authorizations, and Password Files
Description:	Routine systems.
Disposition:	TEMPORARY. Destroy/delete inactive file 2 years after user account is terminated or password is altered.
DispAuthNo:	GRS 24, item 6b Date Edited: 3/4/2011
A-37-008-10b	CMS Operations Records
Description:	b. Schedules of maintenance and support activities.
Disposition:	TEMPORARY. Destroy/delete when 1 year old.
DispAuthNo:	GRS 24, item 8a Date Edited: 3/4/2011
A-37-008-11	Financing of CMS Resources and Services. NOTE: Copies of records needed to support contracts should be filed in procurement files, which are scheduled under GRS 3.
Description:	Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.
Disposition:	TEMPORARY. Destroy/delete 3 years after agreement is superseded or terminated.
DispAuthNo:	GRS 24, item 9a Date Edited: 3/4/2011

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A-37-008-12 CMS Design and Implementaion Files

Description: Records of individual projects designed to provide and support CMS system and services. This includes requirements for and implementation of functions such as: acceptance/accreditation of system components; analysis of component options, feasibility, costs and benefits; work associated with implementation, modifications, and troubleshooting; models, diagrams, schematics, and technical documentation; quality assurance reviews and test plans, data, and results.

Disposition: TEMPORARY. Destroy/delete 3 years after final decision on acceptance is made.

DispAuthNo: GRS 24, item 11c

Date Edited: 3/4/2011

A-37-008-13a Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Electronic Mail and Word Processing Copies - Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 24, item 12a

Date Edited: 3/4/2011

A-37-008-13b Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Electronic Mail and Word Processing Copies - Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 24, item 12b

Date Edited: 3/4/2011

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Office of Information Technology Services (IIP-ECA/IT)

A-37-009-01a Oversight and Compliance Files

Description: Office records with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT directives, policies, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

a. Performance measurements and benchmarks.

Disposition: TEMPORARY: Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: N1-59-02-09, item 1a

Date Edited: 12/1/2004

A-37-009-01b Oversight and Compliance Files

Description: b. All other oversight and compliance records including:

- certification and accreditation of equipment
- quality assurance reviews and reports
- reports on implementation of plans
- compliance reviews
- data measuring or estimating impact and compliance

Disposition: TEMPORARY: Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: N1-59-02-09, item 1b

Date Edited: 12/1/2004

A-37-009-02 IT Facility, Site Management, and Equipment Support Service Records

Description: Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located including:

- files identifying IT facilities and sites, and
- files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, equipment service histories, reports of follow-up actions, and related correspondence.

Disposition: TEMPORARY: Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.

DispAuthNo: N1-59-02-09, item 2

Date Edited: 12/1/2004

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A-37-009-03a	IT Asset and Configuration Management Files
Description:	Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.
Disposition:	TEMPORARY: Destroy/delete 1 year after completion of the next inventory.
DispAuthNo:	N1-059-02-09, item 3a
	Date Edited: 12/1/2004
A-37-009-03b(1)	IT Asset and Configuration Management Files
Description:	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: (1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.
Disposition:	TEMPORARY: Destroy/delete 1 year after termination of system.
DispAuthNo:	N1-059-02-09, item 3b(1)
	Date Edited: 12/1/2004
A-37-009-03b(2)	IT Asset and Configuration Management Files
Description:	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: (2) Records of IT maintenance on the network infrastructure documenting preventive, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.
Disposition:	TEMPORARY: Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.
DispAuthNo:	N1-059-02-09, item 3b(2)
	Date Edited: 12/1/2004

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A-37-009-04a(1&2)	System Backups and Tape Library Records
Description:	System backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. See GRS 20; item 8, for backups of master files and databases.
Disposition:	TEMPORARY: Delete incremental backup tapes when superseded by a full backup, or when no longer needed for a system restoration, whichever is later. TEMPORARY: Delete full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	N1-059-02-09, item 4a(1&2) Date Edited: 12/1/2004
A-37-009-04b	System Backups and Tape Library Records
Description:	Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.
Disposition:	TEMPORARY: Destroy when superseded or obsolete.
DispAuthNo:	N1-059-02-09, item 4b Date Edited: 12/1/2004
A-37-009-05a	Files related to Maintaining the Security of Systems and Data
Description:	System Security Plans and Disaster Recovery Plans.
Disposition:	TEMPORARY: Destroy/delete 1 year after system is superseded.
DispAuthNo:	N1-059-02-09, item 5a Date Edited: 12/1/2004
A-37-009-05b	Files related to Maintaining the Security of Systems and Data
Description:	Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.
Disposition:	TEMPORARY: Destroy/delete 1 year after system is superseded.
DispAuthNo:	N1-059-02-09, item 5b Date Edited: 12/1/2004

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A-37-009-06	Computer Security Incident Handling, Reporting and Follow-up Records
Description:	
Disposition:	TEMPORARY: Destroy/delete 3 years after all necessary follow-up actions have been completed.
DispAuthNo:	N1-059-02-09, item 6
	Date Edited: 12/1/2004
A-37-009-07a	User Identification, Profiles, Authorizations, and Password Files. Does not include records relating to electronic signatures
Description:	Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.
Disposition:	TEMPORARY: Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.
DispAuthNo:	N1-059-02-09, item 7a
	Date Edited: 12/1/2004
A-37-009-07b	User Identification, Profiles, Authorizations, and Password Files. Does not include records relating to electronic signatures
Description:	Routine systems, i.e., those not covered by item 6a.
Disposition:	TEMPORARY: Destroy/delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.
DispAuthNo:	GRS 20, item 1c
	Date Edited: 12/1/2004
A-37-009-08a	IT Operations Records
Description:	Problem reports, proposals for changes and related decision documents relating to the software infrastructure of the network or system.
Disposition:	TEMPORARY: Destroy/delete 1 year after problem is resolved.
DispAuthNo:	N1-059-02-09, item 8a
	Date Edited: 12/1/2004
A-37-009-08b	IT Operations Records
Description:	Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.
Disposition:	TEMPORARY: destroy/delete when 3 years old.
DispAuthNo:	N1-059-02-09, item 8b
	Date Edited: 12/1/2004

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A-37-009-08c **IT Operations Records**

Description: Schedules of maintenance and support activities.

Disposition: TEMPORARY: Destroy/delete when 1 year old.

DispAuthNo: N1-059-02-09, item 8c **Date Edited:** 12/1/2004

A-37-009-09 **Financing of IT Resources and Services**

Description: Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.

(Copies of records needed to support contracts should be filed in procurement files, which are scheduled under GRS 3.)

Disposition: TEMPORARY: Destroy/delete 3 years after agreement is superseded or terminated.

DispAuthNo: N1-059-02-09, item 9 **Date Edited:** 12/1/2004

A-37-009-10a **IT Customer Service Files**

Description: Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Answered Questions," and other documents prepared in advance to assist customers.

Disposition: TEMPORARY: Destroy/delete 1 year after record is superseded or obsolete.

DispAuthNo: N1-059-02-09, item 10a **Date Edited:** 12/1/2004

A-37-009-10b **IT Customer Service Files**

Description: Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.

Disposition: TEMPORARY: Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.

DispAuthNo: N1-059-02-09, item 10b **Date Edited:** 12/1/2004

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A-37-009-11	IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new agency IT infrastructure, systems, and services		
Description:	IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data communications. Includes records documenting: - Requirements for and implementation of functions such as: - Maintaining network servers, desktop computers, and other hardware - Installing and upgrading network operating systems and shared applications - Providing data communications - Infrastructure development and maintenance such as: - Acceptance/accreditation of infrastructure components - Analysis of component options, feasibility, costs and benefits - Work associated with implementation, modification, and troubleshooting - Models, diagrams, schematics, and technical documentation - Quality assurance reviews and test plans, data, and results		
Disposition:	TEMPORARY: See items 11a, 11b & 11c for specific dispositions.		
DispAuthNo:	N1-059-02-09, item 11	Date Edited:	12/1/2004
A-37-009-11a	IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new agency IT infrastructure, systems, and services		
Description:	Records for projects that are not implemented.		
Disposition:	TEMPORARY: Destroy/delete 1 year after final decision is made.		
DispAuthNo:	N1-059-02-09, item 11a	Date Edited:	12/1/2004
A-37-009-11b	IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new agency IT infrastructure, systems, and services		
Description:	Records for projects that are implemented.		
Disposition:	TEMPORARY: Destroy/delete 5 years after project is terminated.		
DispAuthNo:	N1-059-02-09, item 11b	Date Edited:	12/1/2004

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A-37-009-11c	IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new agency IT infrastructure, systems, and services
Description:	Installation and testing records.
Disposition:	TEMPORARY: Destroy/delete 3 years after final decision on acceptance is made.
DispAuthNo:	N1-059-02-09, item 11c
Date Edited:	12/1/2004
A-37-009-12	Records Relating to IT Management and Reporting required by the Clinger-Cohen Act
Description:	Strategic plan documenting how information resources will support agency missions, goals, and objectives, related background records, and records relating to the development and implementation of performance measures and procedures.
Disposition:	TEMPORARY: Destroy 5 years after plan is superseded or terminated.
DispAuthNo:	N1-059-02-09, item 12
Date Edited:	12/1/2004
A-37-009-13	Electronic Mail and Word Processing System Copies
Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
Disposition:	TEMPORARY: see 13a & 13b for specific disposition instructions.
DispAuthNo:	N1-059-02-09, item 13
Date Edited:	12/1/2004
A-37-009-13a	Electronic Mail and Word Processing System Copies
Description:	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
Disposition:	TEMPORARY: Delete 180 days after the recordkeeping copy has been produced.
DispAuthNo:	N1-059-02-09, item 13a
Date Edited:	12/1/2004

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A-37-009-13b Electronic Mail and Word Processing System Copies

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-059-02-09, item 13b **Date Edited:** 12/1/2004

A-37-009-14a Oversight and Compliance Files

Description: Office records with agency-wide or bureau wide responsibility for managing IT operations relating to compliance with IT directives, policies, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

a. Performance measurements and benchmarks.

Disposition: TEMPORARY: Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: N1-059-02-9, item 1a **Date Edited:** 3/2/2006

A-37-009-14b Oversight and Compliance Files

Description: Office records with agency-wide or bureau wide responsibility for managing IT operations relating to compliance with IT directives, policies, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

b. All other oversight and compliance records including:

- * certification and accreditation of equipment
- * quality assurance reviews and reports
- * reports on implementation of plans
- * compliance reviews
- * data measuring or estimating impact and compliance

Disposition: TEMPORARY: Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: N1-059-02-9, item 1b **Date Edited:** 3/2/2006

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A-37-009-15a	IT Facility, Site Management, and Equipment Support Service Records
Description:	Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located including: * files identifying IT facilities and sites, and * files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.
Disposition:	TEMPORARY: Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.
DispAuthNo:	N1-059-02-9, item 2
	Date Edited: 3/2/2006
A-37-009-16a	IT Asset and Configuration Management Files
Description:	a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.
Disposition:	TEMPORARY: Destroy/delete 1 year after completion of the next inventory.
DispAuthNo:	N1-059-02-9, item 3a
	Date Edited: 3/2/2006
A-37-009-16b(1)	IT Asset and Configuration Management Files
Description:	b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: (1) Data and detailed reports on implementation of systems, applications and modifications; application sizing; resource and demand management; documentation identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.
Disposition:	TEMPORARY: Destroy/delete 1 year after termination of system.
DispAuthNo:	N1-059-02-9, item 3b(1)
	Date Edited: 3/21/2006

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A-37-009-16b(2)	IT Asset and Configuration Management Files
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Description:	Records of IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.
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Disposition:	TEMPORARY: Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.
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DispAuthNo:	N1-059-02-9, item 3b(2)	Date Edited:	3/21/2006
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A-37-009-17a(1)	System Backups and Tape Library Records
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Description:	a. System backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. See GRS 20; item 8, for backups of master files and databases.
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Disposition:	TEMPORARY: Delete incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.
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DispAuthNo:	N1-059-02-9, item 4a(1)	Date Edited:	3/21/2006
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A-37-009-17a(2)	System Backups and Tape Library Records
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Description:	a. System backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. See GRS 20; item 8, for backups of master files and databases.
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Disposition:	TEMPORARY: Delete full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
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DispAuthNo:	N1-059-02-9, item 4a(2)	Date Edited:	3/21/2006
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A-37-009-17b	System Backups and Tape Library Records
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Description:	b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.
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Disposition:	TEMPORARY: Destroy when superseded or obsolete.
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DispAuthNo:	N1-059-02-9, item 17b	Date Edited:	3/15/2006
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A-37-009-18a	Files Related to Maintaining the Security of Systems and Data
Description:	a. System Security Plans and Disaster Recovery Plans.
Disposition:	TEMPORARY: Destroy/delete 1 year after system is superseded.
DispAuthNo:	N1-059-02-9, item 5a Date Edited: 3/15/2006
A-37-009-18b	Files Related to Maintaining the Security of Systems and Data
Description:	b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plans, service test plans, test files and data.
Disposition:	TEMPORARY: Destroy/delete 1 year after system is superseded.
DispAuthNo:	N1-059-02-9, item 5b Date Edited: 3/21/2006
A-37-009-19	Computer Security Incident Handling, Reporting and Follow-up Records
Description:	No description required. The title is self explanatory.
Disposition:	TEMPORARY: Destroy/delete 3 years after all necessary follow-up actions have been completed.
DispAuthNo:	N1-059-02-9, item 6 Date Edited: 3/3/2006
A-37-009-20a	User Identification, Profiles, Authorizations, and Password Files. Does not include records relating to electronic signatures
Description:	a. Systems requiring special accountability, e.g. those containing information that may be needed for audit or investigative purposes and those that contain classified records.
Disposition:	TEMPORARY: Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.
DispAuthNo:	N1-059-02-9, item 7a Date Edited: 3/15/2006
A-37-009-20b	User Identification, Profiles, Authorizations, and Password Files. Does not include records relating to electronic signatures
Description:	b. Routine systems, i.e., those not covered by item 7a.
Disposition:	TEMPORARY: See GRS 20, item 1c.
DispAuthNo:	N1-059-02-9, item 7b Date Edited: 3/15/2006

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A-37-009-21a	IT Operations Records
Description:	a. Problem reports, proposals for changes and related decision documents relating to the software infrastructure of the network or system.
Disposition:	TEMPORARY: Destroy/delete 1 year after problem is resolved.
DispAuthNo:	N1-059-02-9, item 8a
Date Edited:	3/21/2006
A-37-009-21b	IT Operations Records
Description:	b. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.
Disposition:	TEMPORARY: Destroy/delete when 3 years old.
DispAuthNo:	N1-059-02-9, item 8b
Date Edited:	3/21/2006
A-37-009-21c	IT Operations Records
Description:	c. Schedules of maintenance and support activities
Disposition:	TEMPORARY: Destroy/delete when 1 year old
DispAuthNo:	N1-059-02-9, item 8c
Date Edited:	3/15/2006
A-37-009-22	Financing of IT Resources and Services. Copies of records needed to support contracts should be filed in procurement files, which are scheduled under GRS-3
Description:	Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.
Disposition:	TEMPORARY: Destroy/delete 3 years after agreement is superseded or terminated.
DispAuthNo:	N1-059-02-9, item 9
Date Edited:	3/3/2006
A-37-009-23a	IT Customer Service Files
Description:	a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.
Disposition:	TEMPORARY: Destroy/delete 1 year after record is superseded or obsolete.
DispAuthNo:	N1-059-02-9, item 10a
Date Edited:	3/15/2006

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A-37-009-23b IT Customer Service Files

Description: b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records, and related trend analysis and reporting.

Disposition: TEMPORARY: Destroy/delete 1 year old or when no longer needed for review and analysis, whichever is later.

DispAuthNo: N1-059-02-9, item 10b

Date Edited: 6/13/2006

A-37-009-24a IT Infrastructure Design and Implementation Files

Description: Records of individual projects designed to provide and support new agency IT infrastructure, system, and services. IT infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data communications. Includes records documenting:

- * Requirements for and implementation of functions such as:
 - Maintaining network servers, desktop computers, and other hardware
 - Installing and upgrading network operating systems and shared applications
 - Providing data telecommunications
- * Infrastructure development and maintenance such as:
 - Acceptance/accreditation of infrastructure components
 - Analysis of component options, feasibility, costs and benefits
 - Work associated with implementation, modifications, and troubleshooting
- * Models, diagrams, schematics, and technical documentation
- * Quality assurance reviews and test plans, data, and results

a. Records for projects that are not implemented.

Disposition: TEMPORARY: Destroy/delete 1 year after final decision is made.

DispAuthNo: N1-059-02-9, item 11a

Date Edited: 3/15/2006

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A-37-009-24b **Records for Projects that are implemented**

Description: Records of individual projects designed to provide and support new agency IT infrastructure, system, and services. IT infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data communications. Includes records documenting:

- * Requirements for and implementation of functions such as:
 - Maintaining network servers, desktop computers, and other hardware
 - Installing and upgrading network operating systems and shared applications
 - Providing data telecommunications
- * Infrastructure development and maintenance such as:
 - Acceptance/accreditation of infrastructure components
 - Analysis of component options, feasibility, costs and benefits
 - Work associated with implementation, modifications, and troubleshooting
- * Models, diagrams, schematics, and technical documentation
- * Quality assurance reviews and test plans, data, and results

b. Records for projects that are not implemented.

Disposition: TEMPORARY: Destroy/delete 5 years after project is terminated

DispAuthNo: N1-059-02-9, item 11b

Date Edited: 3/15/2006

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A-37-009-24c	IT Infrastructure Design and Implementation Files		
Description:	Records of individual projects designed to provide and support new agency IT infrastructure, system, and services. IT infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data communications. Includes records documenting: * Requirements for and implementation of functions such as: - Maintaining network servers, desktop computers, and other hardware - Installing and upgrading network operating systems and shared applications - Providing data telecommunications * Infrastructure development and maintenance such as: - Acceptance/accreditation of infrastructure components - Analysis of component options, feasibility, costs and benefits - Work associated with implementation, modifications, and troubleshooting * Models, diagrams, schematics, and technical documentation * Quality assurance reviews and test plans, data, and results c. Installation and testing records.		
Disposition:	TEMPORARY: Destroy/delete 3 years after final decision on acceptance is made.		
DispAuthNo:	N1-059-02-9, item 11c	Date Edited:	3/15/2006
A-37-009-25	Records Relating to IT Management and Reporting required by the Clinger-Cohen Act		
Description:	Strategic plan documenting how information resources will support agency missions, goals, and objectives, related background records, and records relating to the development and implementation of performance measures and procedures.		
Disposition:	TEMPORARY: Destroy 5 years after plan is superseded or terminated.		
DispAuthNo:	N1-059-02-9, item 12	Date Edited:	3/15/2006

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A-37-009-26a	Electronic Mail and Word Processing System Copies
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Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of record created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.
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a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition:	TEMPORARY: Delete 180 days after the recordkeeping copy has been produced.
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DispAuthNo:	N1-059-02-9, item 13a	Date Edited:	3/15/2006
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A-37-009-26b	Electronic Mail and Word Processing System Copies
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Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of record created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.
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b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition:	TEMPORARY: Delete when dissemination, revision, or updating is completed.
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DispAuthNo:	N1-059-02-9, item 13b	Date Edited:	3/15/2006
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U.S. Department of State Records Schedule

Chapter 37: Bureau of International Information Programs

Office of U.S. Speaker and Specialist Programs (IIP/S)

A-37-010-01 Central U.S. Speaker and Specialist Files

Description: Files contain substantive information relating to the overall activities of the office director, division chiefs, program officers, and program coordinators in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of U.S. Speakers and Specialists. Arranged chronologically by subject and/or project. Covers the period FY-2000 to present. Privacy Act System of Records STATE-65 applies.

Disposition: PERMANENT. Break files annually by fiscal year. Retire when 3 years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: N1-059-09-011, item 1

Date Edited: 7/14/2011

A-37-010-02 Individual U.S. Speaker and Specialist Files

Description: Records related to individual grantees recruited as U.S. Speakers or Specialists to participate in lecture programs abroad with foreign audiences. Records include project files both for individual grantees and for multiple grantees programmed together as a team. Speaker programs that use the Internet or other electronic means as the communication medium, such as Web chats, Podcasts, and Digital Videoconferencing (DVC), are also included. Records include biographic data sheets; grant awards, follow-up evaluation reports from posts and from grantee, and related correspondence. U.S. Speaker and Specialist paper files are filed by fiscal year and in alphabetical order by last name. Covers the period FY-2000 to present. Privacy Act System of Records STATE-65 applies.

Disposition: TEMPORARY. Break files annually by fiscal year. Retire 3 years after cutoff to a records storage facility. Destroy/delete in five-year blocks when 50 years old.

DispAuthNo: N1-059-09-011, item 2

Date Edited: 7/14/2011

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A-37-010-03 "Tracker" Database

Description: An unclassified automated database system that supports the U.S. Speakers or Specialist program. It contains records entered by program officers that are related to individual grantees programmed as U.S. Speakers and Specialists. The records include grant documents, budget information, travel information, correspondence, biographies, and evaluation data. While much of this information is duplicated in the paper files that program officers maintain on the individual Speaker programs for which they are responsible, these files and the data in tracker do not completely overlap. Since 2007 the database contains only U.S. Speaker and Specialist program information including financial and contact information, as well as Social Security and passport numbers of speakers. Prior to 2007 Tracker contained a substantial amount of information not related to the Speaker program including information on book translations/copyrights, credit card purchases, Information Resource Center support, print publications, and the Global Technology Corps Partnership Program. Tracker is unclassified, but does contain SBU material due to personal information on Speakers such as financial and contact information including social security and passport numbers. Data covers the period FY-1997 to present. Privacy Act System of Records STATE-65 applies.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 7/14/2011

A-37-010-03a(1) "Tracker" Database

Description: a. Electronic Files

(1). Biography Files

Content is described under the database description.

Disposition: TEMPORARY. Cut off on the last update date timestamp. Destroy/delete when 50 years old.

DispAuthNo: N1-059-09-011, item 3a(1)

Date Edited: 7/14/2011

A-37-010-03a(2) "Tracker" Database

Description: a. Electronic Files

(2). All other files

Content is described under the database description except the Biography Files.

Disposition: TEMPORARY. Cut off at the end of the fiscal year when the project ends. Destroy/delete when 50 years old.

DispAuthNo: N1-059-09-011, item 3a(2)

Date Edited: 7/14/2011

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A-37-010-03b "Tracker" Database

Description: b. Backup Files

An electronic copy of the master Tracker Database retained on daily incremental basis and updated weekly to full backups. Retained in case the database is damaged or inadvertently erased.

Disposition: TEMPORARY. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been deleted.

DispAuthNo: GRS 20, item 8a

Date Edited: 7/14/2011

A-37-010-03c "Tracker" Database

Description: c. Documentation

Contains information associated with the Tracker database. The IT project documentation uses software products as repositories. A project notebook holds paper copies of the documentation. Software allows documents to be controlled, accessed, and published via Web pages; it also allows sharing by multiple users who have appropriate access. Documentation includes project plans, project schedules, status reports, test specifications, and technical support documents.

Disposition: TEMPORARY. Delete/destroy upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect the legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1)

Date Edited: 7/14/2011

A-37-010-04 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director, division chiefs, program officers, and program coordinators in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: Destroy or delete when 2 years old or when no longer needed, whichever is longer

DispAuthNo: GRS 23, item 5a

Date Edited: 7/14/2011

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A-37-010-05 Office Administrative Files

Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when 2 years old or no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

Date Edited: 7/14/2011

A-37-010-06 Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when 1 year old, whichever is sooner.

DispAuthNo: GRS 1, item 18a

Date Edited: 7/14/2011

A-37-010-07a Working Papers and Background Material

Description: a. Drafts recording necessary approval or changes and other essential documents.

Background records, such as studies, notes, drafts, and interim reports, on Office programs, projects, and initiatives.

Disposition: TEMPORARY. Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed.

DispAuthNo: See 5 FAH 4 H 215

Date Edited: 7/14/2011

A-37-010-07b Working Papers and Background Material

Description: b. Extra copies of communications and correspondence, publications of department and other Federal agencies, newspaper clippings, reference material and other non-essential documents.

Background records, such as studies, notes, drafts, and interim reports, on Office programs, projects, and initiatives.

Disposition: Non-record. Destroy/delete the remainder of the file when projects or assignments are completed.

DispAuthNo: See 5 FAH 4 H 216

Date Edited: 7/14/2011

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A-37-010-08 Chronological Files

Description: Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition: TEMPORARY. Destroy when objective has been served and/or when no longer needed (usually one year).

DispAuthNo: N1-059-09-011, item 8

Date Edited: 7/14/2011

A-37-010-09 Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS 20, item 13

Date Edited: 7/14/2011

A-37-010-10 Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS 20, item 14

Date Edited: 7/14/2011
